



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Management Information Systems Coordinator [Classified Competitive]			Salary &32 \$73,867.90 - \$107,117.76
Posting Number 83-16	Position Number 933590	Number of Positions 1	Posting Period * From: 7/11/16 To: 8/8/16
Location: 50 East State Street, Trenton, NJ 08625-0364			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Under the supervision of the Director of WIC Services, and with indirect reporting to the Applications Director for OITS, is in alliance with DOH OITS system development life cycle process, policies, procedures, standards and best practices, manage and coordinate the WIC Program's data processing and data communications activities for state and local WIC Agencies and staff of the WIC Program to ensure efficient and effective installation and use. Writes and manages formal project plans, requirements, quality assurance processes to direct all information technology projects and assigned staff. Provides management and quality oversight for vendor lead project initiatives and develops and maintains project prioritization, tracking, budget monitoring. Develops and communicates project status dashboards for Senior Management. Develops and maintains contracts, RFP's, MOA, MOU's. Leads the need analysis, operations analysis, and systems analysis activities for the operation; implementation and enhancement of all data processing projects and data communications facilities, and resources; does other related duties.

Administers all information technology activities, either directly , for State Agency, Local Agency and United States Department of Agriculture (USDA) (funding source), to ensure compliance with federal, state and industry ADP standards.

Evaluates computer system RFP's, RFA's. MOU's. Assists in the development of Feasibility study; reviews the documentation; participates in workshops, conferences and seminars.

Reviews, analyzes and disseminates reports to local agencies.

Makes decisions concerning program expenditures in accordance with budget allocations

*Note: Special consideration will be given to applicants who exceed the minimum education and experience requirements.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

Education: Graduation from an accredited college with a Bachelor's degree.

Experience: Five (5) years of experience in the analysis and development, management of Information Technology systems, two (2) of which shall have been in a supervisory capacity with responsibility for the coordination and/or planning, and/or implementation of data processing systems. Experience with system development lifecycle processes, artifacts, documentation, implementation and oversight.

Note: Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

Note: A Master's degree in business, finance, accounting, public administration, or data processing may be substituted for one (1) year of the non-supervisory experience.

License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

FILING INSTRUCTIONS

Forward your cover letter, resume and application for employment** to:

**Andrea Mahon, Executive Assistant 2
Family Health Services
Reference Posting #83-16
New Jersey Department of Health
PO Box 364
Trenton, NJ 08625-0364**

You can reply to this posting by emailing your cover letter, resume and application for employment to:

PSTFHS@doh.nj.gov

* Resumes received after the closing date MAY be considered if the position is not filled.

** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**